

# ECOR1051 L2-5 Team Contract<sup>[1]</sup>

The team contract is to be completed electronically, except for the final page. Each member of the team will individually submit (the same version) of the completed team contract on CULearn, to ensure that each member has ownership of the electronic version for later reference.

The final page is to be printed, signed and handed in before the end of the first lab period of Milestone 1. The act of physically signing is meant to reinforce the notion that the ideas expressed within the contract will be held as being acceptable to you - you should actively participate in its writing.

## **Team Contract Instructions**

Your team contract template is divided into three major sections:

1. Establishing team procedures
2. Identifying expectations
3. Specifying the consequences for failing to follow these procedures and fulfill these expectations

Since the basic purpose of this team contract is to accelerate your team's development, to increase individual accountability for team tasks, and to reduce the possibility for team conflict, make your contract as specific as possible: (a) specify each task as detailed as possible, (b) specify each step in a procedure or process as detailed as possible, (c) specify the exact person(s) responsible for each specific task, and (d) specify the exact time and exact place for completion or submission of each task. The more specifically you describe your team expectations, roles, and procedures, the greater chance you have for a successful team experience.

Once your team contract has been developed, your team is ready to begin work on the project. However, you may soon find that your team is not working as well as you had hoped. This is normal but needs to be attended to immediately. Perhaps your team is simply not following the established contract procedures or roles as strictly as it should, or perhaps you need to change some of the procedures or roles as outlined in your contract. Call a team meeting immediately to discuss and resolve the challenges your team is facing; do not delay. Seek guidance from your TA or professor to resolve any conflicts as soon as possible if your team cannot resolve the issues on its own. Do not be afraid to seek help if necessary. The goal is to have the most positive team experience possible.

## TEAM CONTRACT

Lab Section (e.g L1)	L2		
CULearn Team Identifier	L2-5		
Optional Fun Team Name	? - ?		
Team Members	Student Number	First Name	Last Name
1 (Dept. Leader)	101145222	Anthony	Luo
2	101143244	Emilio	Lindia
3	101143486	Alia	Nichol
4		Abdelrahman	Alatoom

## Team Procedures

1. Day, time, and place for regular **team meetings** (in addition to regularly scheduled labs):

Weekly meetings will be scheduled on a rolling basis in addition to lab periods in a manner which aims to reduce conflicts in scheduling for each group member.

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Messenger, face-to-face, in a certain class) in order to discuss the project and to inform each other of team meetings, announcements, updates, reminders, problems:

Snapchat accounts were exchanged and a group chat was made.

3. **Decision-making policy** (by consensus? by majority vote?):

By agreement of all parties, unless not possible, then by majority vote lead by the leader of the group.

4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

*In ECOR-1051 : The team leader is responsible for setting the agenda, and for moderating the team meetings. Consequently, the team leader should complete this question (using your team's preferred decision-making policy) kms.*

5. Method of **record keeping** (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):

Records for meetings will be kept by individual group members, on a rotating or volunteer basis, on a shared online platform which can be viewed and modified by all group members. Version control will be integrated as part of this online platform, in the event of a ~disaster~.

*In ECOR-1051 : The team leader is responsible for setting the agenda, and for moderating the team meetings. Consequently, the team leader should complete this question (using your team's preferred decision-making policy)*

## Team Expectations

### Work Quality

1. **Project standards** (What is a realistic level of quality for collaborative writing, individual research, preparation of drafts, peer reviews, etc.):

Team members are expected to have functioning and elegant work, which is reviewed by the remaining group members. All work needs to pass through scrutineering from all team members.

2. Strategies to fulfill these standards

All work will undergo a revision process by all team members, and if work is found to be unsatisfactory, the item of focus will be worked on to be improved to an acceptable standard. The team will work together to ensure that the probability of such an event occurring is minimized in the future.

There will also be systems in place to help ensure that team members are aware of hard deadlines, soft deadlines, and expectations for their work.

## Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:

Analyze all the tasks that need to be completed and then evenly distribute them to all the group members.

2. Strategies for encouraging/including ideas from all team members (team maintenance):

Team members are encouraged to put forward any and all ideas, at any point in the process. There will be an open board for suggestions, for any part of the project, at any part of the day. This board can be accessed anonymously if intended, and will be reviewed at the first meeting of every week with each item being considered. Team members are also encouraged to remain open on all ideas and processes until the design and operation is finalized, wherein they are expected to agree upon the 'best' direction.

3. Strategies for keeping on task (task maintenance):

A team checklist will be created containing the goals that are wished to be achieved in order to ensure that all the tasks are completed in a timely manner. A website such as Monday.com, or an alternative, will be used to help track project and team progress.

4. Preferences for leadership (informal, formal, individual, shared):

Every group member is accountable for the same amount of work and therefore the responsibility of leadership and group organization is dispersed evenly among everyone, with the exception of a few tasks designated to the *team-leader*.

## Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:

Individuals are expected to attend all scheduled meetings and lab sessions, being no later than 15 minutes.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines

Team members are expected to complete the work that they have volunteered to accomplish and finish. If they are unable to, they are expected to notify the group and seek the necessary help to finish the assignment, or transfer responsibility to another team member. Team members are encouraged to review and check on the schedule.

3. Expected level of communication with other team members

Team members are expected to maintain regular contact. It is understandable that during periods of high stress some members may not be available, but they are expected to notify the team beforehand.

4. Expected level of commitment to team decisions and tasks

Every team member is expected to be committed no less than the other members in their group. If all team members are fully and equally committed to making decisions based on the group's corresponding **Decision-Making Policy**, the tasks can be completed successfully and before the due date.

## Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract:

- poor time keeping (late arrival, early leaving, not turning up)
- poor communication (late responses to emails, no response)
- poor quality work

Infractions will be dealt with on a case-by-case basis, depending on the severity and reasons for the infraction. We are aiming to minimize these infractions and prevent them from occurring in the future.

2. Describe what your team will do **if the infractions continue**:

If the infractions continue, it means that there is a fundamental flaw with the organization of the team as a unit, wherein the team has failed on its underlying responsibility to evenly distribute work and ensure that all members are accommodated for. The team will self-reflect and restructure and change if necessary.

## ECOR1051 Team Contract Confirmation

*\*\* This single page is to be printed and handed in \*\**

### Confirmation

By signing this form, you are confirming that you participated in the preparation of the team contract and that you will abide by its terms; specifically:

- a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*
- b) *I understand that I am obligated to abide by these terms and conditions.*
- c) *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

Date: November 4, 2019

Lab Section (e.g L1)	L2		
CULearn Team Identifier	L2-5		
Optional Fun Team Name	E - "TRIPLE A"		
Team Members	Student Number	First Name	Last Name
1 (Dept. Leader)	101145222	Anthony	Luo
2	101143244	Emilio	Lindia
3	101143486	Alia	Nichol

**To be witnessed by a TA:**

TA Name: \_\_\_\_\_

TA Signature: \_\_\_\_\_

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[1] Credit goes to the instructors of GNG1103, University of Ottawa, 2018. They in turn gave credit as follows:  
This template was adapted from

[https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team\\_Contract.doc](https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team_Contract.doc)